

Arkansas State Board of Nursing



Criminal Background Checks

Last Revision: April 4, 2016



Information in this presentation is intended for the purpose of providing training for program directors and faculty that teach in Arkansas nursing programs.

This presentation is not intended for distribution to students, applicants or graduates but information may be used in your discussion and training.

Criminal Background Checks



Why are Criminal Background Checks Required?



Arkansas law requires applicants for licensure by examination to submit to criminal background checks. If an applicant has pleaded guilty or nolo contendere to or found guilty of any offense listed in ACA § 17-87-312, he/she is not eligible for Arkansas licensure. (ACA § 17-87-312 provides the applicant an opportunity to request a waiver of eligibility criteria related to a criminal background in certain circumstances.)

Criminal Background Checks: Notes to Remember



- ❖ A state and federal criminal background check is required if they are not already on file with ASBN within the last 12 months of application.
- ❖ Background checks from other agencies are not accepted.
- ❖ Fees associated with conduction of the state and federal criminal background checks are at the applicant's expense and are paid within the online application process at the time of online application.

How is Criminal Background Check information submitted?



- ❖ An online application system is used by Arkansas State Board of Nursing(ASBN) to streamline the application process.
- ❖ Both a **State** and **Federal** Criminal Background Check is required.

Screen shot example of what the page looks like in the online application system follows...



Go to Criminal Background Check or Add Another License

Criminal Background Check

A state and federal Criminal Background Check is required to complete your application if you do not already have one on file with the Arkansas State Board of Nursing within the last 12 months of this application. An additional fee for Criminal Background Checks and is paid for within the online application system.

Background checks from other agencies are not accepted.

☐ Click here if you have current Criminal Background Checks on file with the Board of Nursing within the last 12 months of this application. It is not necessary to complete another background check at this time. **Do NOT click this box if you have not had a Criminal Background Check conducted; instead, read the following information then click the Next button below to progress to the Criminal Background Information.**

1. Print and accurately follow the Arkansas and FBI Criminal Background Checks Instructions.

***IMPORTANT:** Click [HERE](#) for instructions. Instructions must be printed in order to accurately follow the steps for submission.

2. You must use the fingerprint card provided by Arkansas State Board of Nursing. Background checks conducted by any other agency will not be accepted.
3. Nursing education program directors will furnish the fingerprint card to recent graduates.
4. If you are not a recent graduate, you **MUST request that a fingerprint card is sent to you by mail** since the fingerprint card will not be automatically mailed.

***IMPORTANT:** Click [HERE](#) to request that a fingerprint card is mailed to you for you to complete.

5. Upon payment completion you will receive an INA Search ID located on your payment receipt. Print the INA Search ID in the designated area (identified in instructions that you printed from #1 above) on the fingerprint card provided by the Arkansas State Board of Nursing.
6. **DO NOT** mail the fingerprint card to the Arkansas State Board of Nursing (it will be returned to you and this will delay processing).

***IMPORTANT:** Follow the instructions that you printed from #1 above, regarding how to accurately complete and mail the fingerprint card.

The completed fingerprint card **MUST** be mailed to:

Arkansas State Police
Criminal Background Check
1 State Police Plaza Drive
Little Rock AR 72209

Add Another License (Only For Advanced Practice Registered Nurse (APRN) Endorsement)

Note: For an APRN Endorsement applicant that would also like to apply for a Registered Nurse license, **If you do not need to add another license click the next button.**

Add Another License

Next

Check only if applicable, Otherwise
leave blank and click "NEXT"

Stress

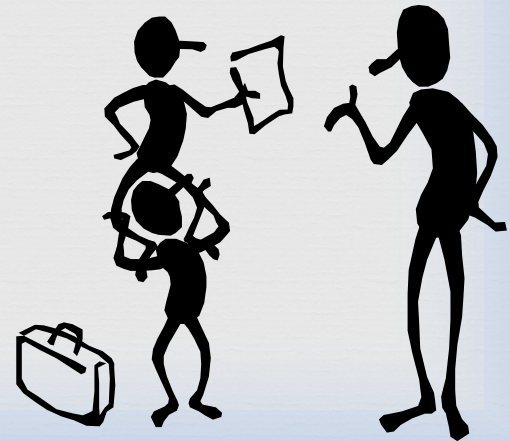
Applicants from Arkansas
nursing education programs
should obtain the
Fingerprint card from the
nursing program.

State Criminal Background Check



- ❖ The **State** Criminal Background Check is conducted from within the online application system.
- ❖ No additional form is needed.

Screen shot of what this page looks like in the online system follows....



[Home >](#)

Criminal Background Check

Welcome to the Criminal Background Check System. The following fields are required to process your request:

☒ I consent to the following Criminal Back Ground Check and the requesting agency's review of my results.

Asterisk

Middle Name

*Last Name

*Date of Birth
(mm/dd/yyyy)

*Driver's License Number

*Social Security Number
(123-45-6789)

*State of Birth

Applicant must check above box
or cannot proceed.

Federal Criminal Background Check

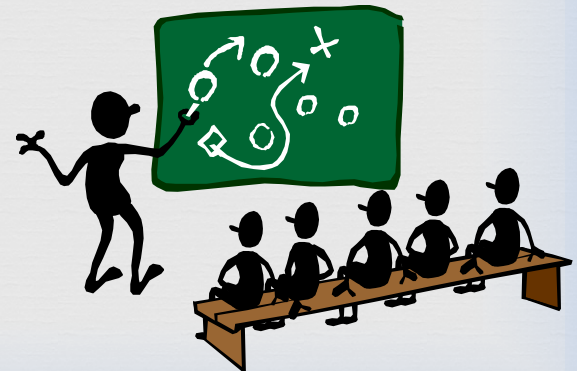


- ❖ The **Federal** CBC requires completion of a fingerprint card and submission of the card to the **Arkansas State Police Department**.
- ❖ Applicants must use the fingerprint card provided by ASBN.
- ❖ Applicants that are graduates from an Arkansas nursing education program should obtain the fingerprint card from the school for them to complete and submit to the **Arkansas State Police Department**.

What should the nursing program do?



- ❖ Provide a fingerprint card to the student and inform them to follow instructions within the system and in the email they receive.
- ❖ Note that Criminal Background Check fingerprint card or fee payment is **no longer** submitted to the Arkansas State Board of Nursing.
- ❖ Stress important information.



Important Information to Stress



- ❖ An applicant should **NOT** submit the Fingerprint card to the Arkansas State Police before completion of the online application. There is a specific Search ID number that is made available to an applicant on the Payment Summary.
- ❖ The applicant must complete the online application to ASBN before mailing the completed fingerprint card to the Arkansas State Police Department. Otherwise, the applicant does not receive the Search ID number to place on the fingerprint card.
- ❖ An applicant should **not** call the Arkansas State Police to check the status of the fingerprints.

Important Information to Stress



- ❖ Stress to students that they must print the Payment Summary.

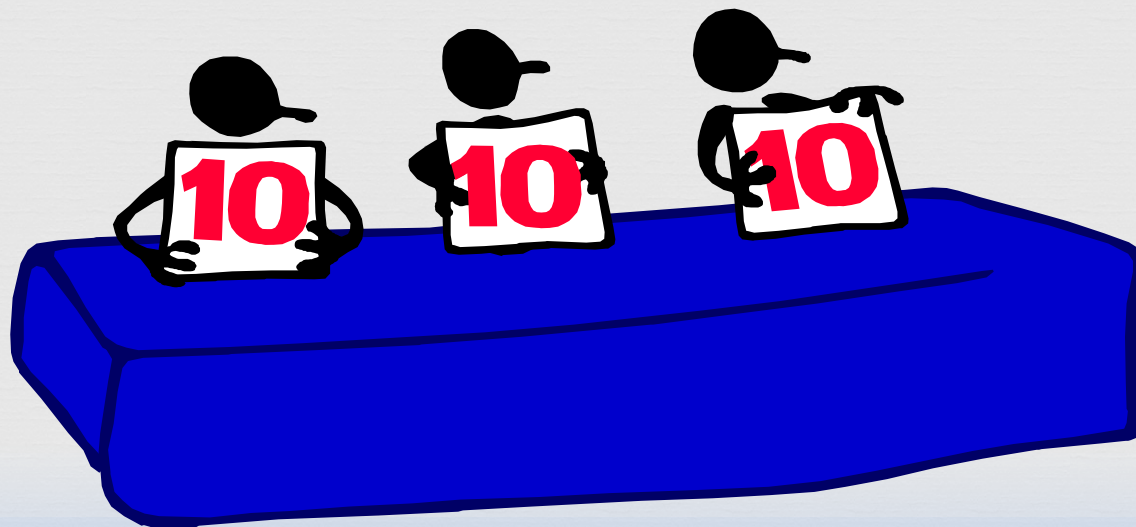
IMPORTANT: It contains an INA Search ID number. Write the INA Search ID number in the designated area on the fingerprint card before mailing the card to the Arkansas State Police. If they do not print the INA Search ID number on the fingerprint card, it is likely that fingerprints will not be processed. Print the INA Search ID number in the **upper right hand corner** of the fingerprint card in the box marked “FBI Leave Blank”.

(Fingerprints on the card can be obtained earlier, however the applicant **cannot** mail or leave the fingerprint card with Arkansas State Police until the applicant has submitted the online applicant and thus received the INA Search ID to write on the fingerprint card)

Fingerprint Card



Print the INA Search ID number in **the upper right hand corner** of the fingerprint card in the box marked “FBI Leave Blank”.



Where does Applicant obtain the INA Search Number?



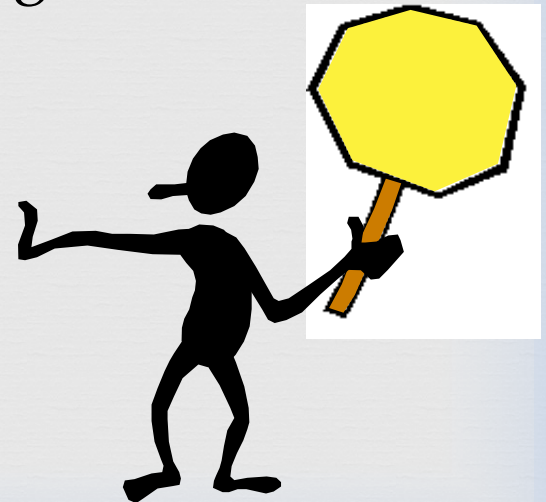
The INA Search Number is located in several areas.
In order to receive this number, the applicant **MUST**
have submitted an ASBN online application.

The following screen shots reflect where the number is
located.



Once the applicant completes the full application process and submits payment, a payment summary screen is displayed along with the **INA Search ID** for placement on the fingerprint card for processing. The applicant should print this page.

Screen shot follows



Arkansas State Board of Nursing



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Need Help? Request assistance online or Call 1-877-727-EGOV

Thank you. Your payment is complete.

Your account will be charged by Arkansas GovPay - Arkansas Government Services.

Application types:

LPN (Licensed Practical Nurse), Temporary Permit

Payment Summary

Amount Paid: \$138.50

Payment Status: **Complete**

Order Date/Time: 05/29/2012 03:59:43 PM

Confirmation Number (Order Id): 20120529155912535

Name on card: karen

Email Address: kmccumpsey@arsbn.org

Phone Number: 7777777777

Billing Address: 123 k

Ir, AR 72204

US

INA Search ID: BON000000404

Applicant has completed and submitted an ASBN online application:
[Print Payment Summary](#)

ID for Federal background check

Also receives an email



ArkansasGovPay@ark.org
Arkansas GovPay Receipt



Thank you. Your payment is complete. You be charged by Arkansas GovPay - Arkansas



Once the applicant completes the full application process and submits payment, a payment confirmation email receipt is sent to him/her which also includes the **INA Search ID** for placement on the fingerprint card for processing.

Screen shot follows



Message

Adobe PDF



Reply

Reply
to All

Forward

Respond



Delete

Move to
Folder ▾Create
RuleOther
Actions ▾

Actions

Block
Sender

Not Junk

Junk E-mail

Safe Lists ▾

Categorize
▾Follow
Up ▾Mark as
Unread

Options



Find



Related ▾



Select ▾

Find

From: ArkansasGovPay@ark.org
To: Karen McCumpsey
Cc:
Subject: Arkansas GovPay Receipt

Thank you. Your payment is complete.

Your account will be charged by Arkansas GovPay - Arkansas Government Services.

Application types:

LPN (Licensed Practical Nurse), Temporary Permit

Payment Summary

Amount Paid: \$138.50
Payment Status: Complete
Order Date/Time: 05/29/2012 03:59:43 PM
Confirmation Number (Order Id): 20120529155912535
Name on card: karen
Email Address: kmccumpsev@arsbn.org
Phone Number: 7777777777
Billing Address: 123 k, lr, AR 72204
INA Search ID: BON000000404

Applicant receives two
automatic notification emails

The applicant receives:
Arkansas Gov Pay

ID for Federal
Background Check

From: ASBN <noreply@ark.org>
To: Karen McCumpsey
Cc:
Subject: Automatic Acknowledgment of Online Application

Sent: Tue 3/18/2014 7:49

ARKANSAS STATE BOARD OF NURSING

AUTOMATIC ACKNOWLEDGMENT OF ONLINE APPLICATION

Thank you for completing the online application for licensure/certification. Your application has been received.

Remember to submit all required additional documents. Include a completed cover page with these documents. [Click here](#) to print the cover page. Your application will not be processed until all required documents are received.

ASBN processes applications in as timely a manner as possible once all required items are received.

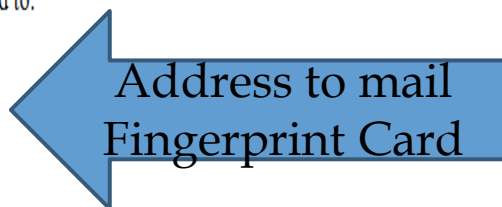
You may check the status of your online application by accessing the ["Check Status of Application"](#) link.

Based on the volume of applications, the status link will continue to reflect "New" until ASBN is processing your application. The status link is manually updated once your application is processed and only as there is additional or new information that ASBN needs to provide to you. You may also access this link at www.arsbn.org, from the homepage, click on ["Check Status of Application"](#) under Online Services. ["Check Status of Application"](#) is where information is posted regarding your application.

CBC Instructions (if applicable):

- You must use the fingerprint card provided by ASBN. Background checks conducted by any other agency will not be accepted.
- Upon payment completion you will receive an INA Search ID located on your payment receipt. Print the INA Search ID in the designated area on the fingerprint card provided by the Board of Nursing.
- The fingerprint card should be mailed to:

Arkansas State Police
Criminal Background Check
1 State Police Plaza Drive
Little Rock AR 72209



The Applicant receives:
ASBN Automatic
Acknowledgement of application
submission

[Click here](#) to set the password (if you want to track the status of your application).

NOTE: This e-mail was automatically generated. Please do not respond to this e-mail address; it comes from our automated alert system, which is not monitored for responses.

Criminal Background Checks: Notes to Remember



Applicants are encouraged to access and read the additional information available regarding Criminal Background Checks.

Location

Criminal Background Frequently Asked Questions and Criminal Background Check information documents are located on the ASBN website at www.arsn.org.

Click on the Licensing Tab.

Click on the document link in the left column.



Training Modules that are available



Training Modules are available on the ASBN website at
www.arsbn.org.

Click on Education/ Program Director and Faculty
Information.



Training Modules that are available continued...



Modules that are available

- Criminal Background Checks
- Online Application for Licensure/Certification Training
- Program Director Verification
- State Licensure Process: Most Common Mistakes that Delay Processing
- What if an Applicant Marks “Yes” to a Screening Question